

# OpenCities: Intranet Configuration Workshop

## About this training

- Designed for users managing and building your Intranet.
- The aim of the session is to introduce Intranet specific functionalities and how to set them up.
- After the training, we will send you a recording of the training session. We recommend using this video as a refresher for instructions when completing your set up tasks.

## Before the training

- Ensure attendees have access to your OpenCities admin to follow your trainer's demonstration.
- The training is run remotely on Microsoft Teams. To ensure the training runs smoothly, we recommend joining the meeting on your PC with a connected headset. Attending the training session with dual monitors works best to follow the trainer's demonstrations.
- You can also hold the training session in a conference room on a projector/big screen. If you do, please ensure that you can connect the device you will be using with clear audio and video prior to the training.

## Agenda

- Welcome to OpenCities Intranet training
- Using Azure AD to sync users and their details
- Creating a staff lookup with staff directory
- Configuring what to include on staff profiles
- Generating interactive organisational charts
- Allowing staff to post and respond to messages with Message Boards
- Allowing staff to create their event and news items
- Collecting page feedback to see how staff respond to your content
- Q&A